



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

May 29, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-64

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Check or EFT Reversals with Credit Union Deductions

Many agencies are not aware that credit union deductions are not recouped directly from employees when a check or EFT payment is reversed in ISIS HR. When a payment is reversed, the system will automatically set up a claim for the credit union deduction. At this point, the agency's expenditures are reduced for the gross amount of the payment being reversed less the credit union deduction.

If the employee receives funds after the reversal has been processed, the system will automatically attempt to recover the credit union deduction and the agency's expenditures will then be reduced for this amount.

However, in some cases the employee is either termed or on LWOP and will not be paid again for some time, if at all. As a result, agency expenditures are never reduced for credit union deductions when there is no further payroll activity for the employee.

When this situation occurs, agencies must do the following:

- Recover the credit union deduction directly from the employee.
- Contact the ISIS HR Help Desk at (225) 342-2677 prior to depositing funds recovered from the employee in order for OIS to reduce the claim in the system for the amount of the payment received and process the necessary entries to adjust the W-2.
- Deposit any repayments received from employees within the same Fiscal Year as deducted as Return of Appropriation.
- Deposit any repayments received from employees within a different Fiscal Year as deducted as Income Not Available.

In an effort to aid agencies in identifying current claims on both separated and active employees, the **ZP145** (Payroll Reconciliation report) has been developed. We recommend that you run this report bi-weekly. A report descriptor is available to assist

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #03-64

May 29, 2003

Page 2

you in running this new report. An OSUP memorandum has also been issued, OSUP Memo #2003-53, that should be reviewed for more information involving claims.

This situation can be prevented by setting up the credit union deduction as a secondary bank detail record instead of a recurring deduction. When an EFT reversal is requested by an agency, OSUP reviews the employee's bank detail record for multiple transfers. If an employee has more than one bank detail record, each record is reversed with the bank/credit union and in ISIS HR.

If you have any questions regarding this memorandum, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

Paula Rotolo	342-5377	Angel Vernon	342-5344
Penny Jones	342-5354	Orneatha Wright	342-5357
Angela Woods	342-5345		

JWC:PAR/kmb